



Policy Code – Version: F11 – V1	
Policy Name: Property Damage or Theft (Technology)	
Approved by motion of Board on	18/10/2010
Cross Reference	
Related Forms	

Policy Statement

1. Replacement resulting from willful or malicious damage or theft of equipment or software shall be the responsibility of the perpetrator. Malicious damage includes, but is not limited to, the deliberate introduction of a virus or noxious program.
2. Accidental damage or loss of Ottawa Student Transportation Authority equipment is the responsibility of the Ottawa Student Transportation Authority.
3. Staff who possess OSTA-owned portable electronic devices are expected to take reasonable measures to secure the devices when left unattended.

Procedure

1. The Operations and Systems Coordinator will provide the General Manager with an estimate for the repair or replacement of equipment or software.
2. The General Manager will be responsible for seeking restitution for malicious damage or theft, where appropriate.